

**2022 - 2023**

## ANNUAL TAX CHECKLIST – Business – Non Primary Production

Please use this checklist and include with your accounting records to ensure that all relevant information is provided to enable us to complete your tax work

Business Name: \_\_\_\_\_ TFN: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ ABN: \_\_\_\_\_

Email address: \_\_\_\_\_

### ESSENTIAL TRANSACTION INFORMATION

ATTACHED

#### Bank Statements

- Please provide your bank and/or credit card statements showing the closing balance as at the 30th of June 2023

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#### Computerised Records

- For those using accounting software, ensure all your bank accounts, credit cards and loans have been reconciled to 30th June 2023, then backup your file/s to a USB, or contact our office for assistance

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#### Manual Cashbooks

- Cashbook completed to the 30th of June 2023  
Note: Please identify each deposit and supply relevant tax invoices
- Bank statements and credit card statements for the full year

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### WAGES INFORMATION

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Copies of:

- STP Finalisation Reports to ATO
- WorkCover Reconciliation

### MOTOR VEHICLE DETAILS

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*NOTE: Motor Vehicle claims are now limited to the logbook method or 5000km business use.*

#### Logbooks

- Logbooks must be completed at least every 5 years or if there are any changes to your business circumstances, including purchase of new car and major changes in business usage.  
*Please find enclosed a complimentary logbook to update your records of business usage. If you require assistance on how to complete this, please contact this office or go to the following ATO link*  
<https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Logbook-method/>

**To calculate business percentage fuel use – ATO AUDIT TARGET**

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#### CAR 1

Make/Model: \_\_\_\_\_

Rego: \_\_\_\_\_

Main Driver: \_\_\_\_\_

Engine Capacity: \_\_\_\_\_

Opening + Closing Speedo: \_\_\_\_\_

#### CAR 2

Make/Model: \_\_\_\_\_

Rego: \_\_\_\_\_

Main Driver: \_\_\_\_\_

Engine Capacity: \_\_\_\_\_

Opening + Closing Speedo: \_\_\_\_\_

2022 - 2023

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## OTHER INFORMATION

**ATTACHED**

Please provide the following:

- **Loans**

Please provide bank statements for the FULL financial year ending 30th June 2023 including bank loans - short and long term, commercial bills etc



- **Asset Purchases / Sales / Trade Ins**

Tax invoices and contracts on all capital expenditure. Eg:

Assets: Invoice and documents showing purchase and trade in (if applicable)

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Land: Settlement statements showing purchase / sale of land

Shares: Settlement statements for all share purchase / sales

- **Hire Purchases and Leases**

- Hire purchase contracts on all plant purchased during the year
- Lease documentation on all new leases

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- **Dividend / Distribution Payments**

## Dividend / Distribution statements showing imputation credits and taxable components

e.g Dividends: Telstra, BHP, AMP shares etc

Distribution Statements: Westfield, Dexu

**NOTE:** Many of these companies issue an annual tax report

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- **Cash Expenses**

Details of all business income and expenditure paid in cash or paid from / banked into your private accounts

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- **Stock on Hand**

Value of trading stock held at 30th June 2023

(Usually valued at cost exc GST (if requested) - Written or computer generated

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NOTES:

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